

ILLINOIS DEPARTMENT OF LABOR
Private Employment Agencies Licensing Section
160 North LaSalle Street, Suite C-1300
Chicago, Illinois 60601
(312) 793-2810

INSTRUCTIONS FOR RENEWING A PRIVATE EMPLOYMENT AGENCY LICENSE
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⇒ PLEASE READ THESE INSTRUCTIONS CAREFULLY, AS THIS DOCUMENT HAS CHANGED ⇐

In order to renew your private employment agency license, the following documentation is required by law. This information must be submitted at least **THIRTY (30) CALENDAR DAYS PRIOR** to the expiration date of your license to ensure that your new license arrives before your old one expires. Failure to renew a license at its expiration date shall cause the license to lapse. **NOTE:** All contracts or forms must contain the full name and address of the employment agency. **P.O. Boxes will not be accepted.**

1. **APPLICATION:** Any incomplete application will be returned and will delay the issuance of the license. (NOTE: Name and address of the Agency on the application must agree with the name and address of the agency on the bond continuation certificate. Corporate applications must be signed by **BOTH** the President and the Secretary.)
2. **BOND:** The Department of Labor will accept a continuation certificate for a period of one year. Bond or continuation certificate **MUST** be a signed and seal-stamped original. Copies of bonds or continuation certificates will be returned and will delay issuance of the license.
3. **FEE SCHEDULE:** All agencies must file a separate copy of their current fee schedule, which must be on agency letterhead and clearly indicate placement fees or percentages collected by the agency from both the client/family and/or the talent/domestic/applicant. (NOTE: Only placement fees/commissions may be charged under the law.)
4. **REFUND POLICY:** All agencies that charge placement fees must submit a current copy of their refund policy with their application.
5. **CONTRACTS:** All agencies must file a copy of their current contracts for both the client/family and the talent/domestic/applicant. If either or both of these contracts are not used, the agency must state this in their application cover letter.
6. **LICENSE FEE:** License fees must be paid in the form of a certified check, cashier's check or money order, made payable to the Illinois Department of Labor. Your license fee is based on the number of counsellors in your employ at the time of renewal and for the remainder of the calendar year. Any increase in counsellors during the year would result in an increased fee. The license fee for fewer than three (3) counsellors is \$250; three (3) to five (5) counsellors, \$350; six (6) to ten (10) counsellors, \$400; and more than ten (10) counsellors, \$500.
7. **ANNUAL REPORT:** Every such licensee shall furnish the Illinois Department of Labor with annual statements showing the number and character of placements made. All agencies must complete and return the enclosed annual report form.

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Annual Report on the Number and Character of Placements Made

You must complete and return this form with your renewal application.

Agency Name: _____

Agency Address: _____

Annual Report for Last Year: _____ (Enter dates of current license)	
Occupational Category	Number
Models	
Bands/Orchestra	
Administration/Clerical	
Factory/Restaurant	
Speakers/Narrators	
Talent/Performers	
Extras	
Nannies	
Babysitters	
Companions	
CNAs, RNs	
Housecleaning	
Other	
TOTAL:	
_____ Name (Please print or type)	
_____ Signature	_____ Date